STATE DEPARTMENT OF EDUCATION

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TOM LUNA
STATE SUPERINTENDENT
PUBLIC INSTRUCTION

Division of Student Transportation

Safety Busing Requests
2008-2009 School Year
Instructions for Online Reporting

This annual transportation report is designed to reflect the district's safety busing, routing methods, and reporting requirements in compliance to Administrative Rule (IDAPA 08.02.02.190, Idaho Code 33-1501, 33-1506).

Instructions to submit Safety Busing Requests in (S.I.S.T.R.) System for Idaho School Transportation Reporting:

- Log on to http://www.sde.idaho.gov/site/transportation/ and click on the Access Reports (SISTR) picture box.

- In the log in box for S.I.S.T.R. select the district or charter number from the Username drop down list.

- Type in previously assigned password and click "Sign In." If you are unable to locate your password, click the "Forgot Password?" link and fill in the information. Once information is verified, password will be sent via e-mail to the e-mail address provided.

- Fill in Contact Information and Save. This information will be used to send you updates on the reports submitted and other district information. Please verify information is accurate. This will then connect to a list of reports available for online entry and online submission.

- Click on Safety Busing Requests – Due March 31, 2009. This will link to a drop down fiscal year and box for the number of safety busing requests. Select FY2008/09, enter number of safety busing sites requested for approval, and click Go.

- Click "Complete Request" for each safety busing site. Request will be auto-filled with last year's safety busing data. Update Board of Trustees approval date for this school year and any other changes.

- When complete, select certification box and click Submit. Continue process for each safety busing site.

- SDE does not need a hard copy of these requests; however, you may want to print one for your records. The reports may be viewed online at any time by log in to S.I.S.T.R. and click "View All Submitted Reports & Requests."